



ACCUPLACER Training

Indiana Department of Education

Fall 2014

Training Agenda

- **How to Pre-Register Students**
 - **Pre-register Students**
 - **Create Vouchers**
- **Test Administration**
 - **Standard Test Administration**
 - **Pre-Registration Test Administration**
- **Questions**



How to Pre-register Students

ACUPLACER Pre-registration


- The ACCUPLACER platform supports pre-registration of students participating in ACCUPLACER.
- If more than 25 students will test at one time, pre-registration is recommended.
- The Site Manager and/or Proctors can pre-register students.
 - The system allows students to supplement or edit their own profile information when they login to take the test.

Pre-registration saves time on testing day and improves the accuracy of student data.

Two-Step Process

1. ***Pre-register Students:*** Populate a pre-made template with student data and import into ACCUPLACER system
2. ***Create Vouchers:*** Print vouchers (one per student) for students to use when logging on to begin an ACCUPLACER test session

[illegible]



ACCUPLACER Test Voucher

Voucher: 6H35Y11L

Student ID: 445111

First Name: Albert

Last Name: Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

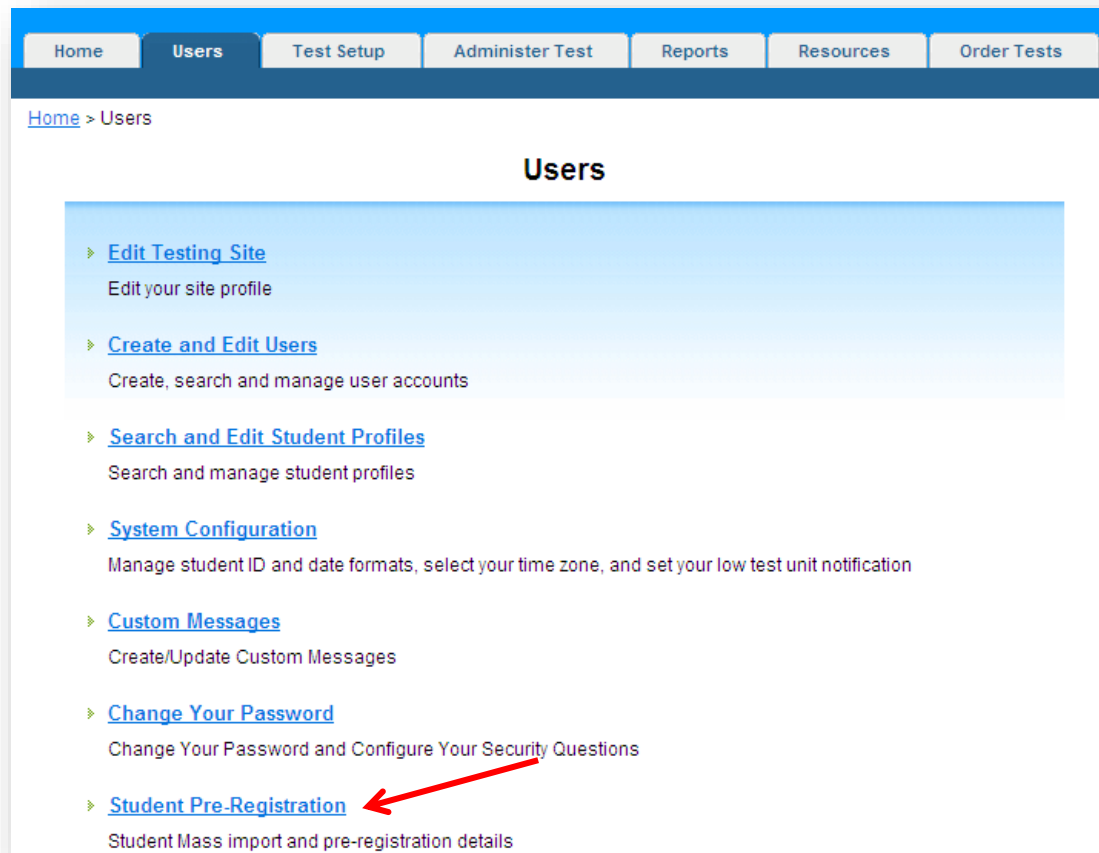
This voucher expires thirty (30) days from the date of issuance.

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

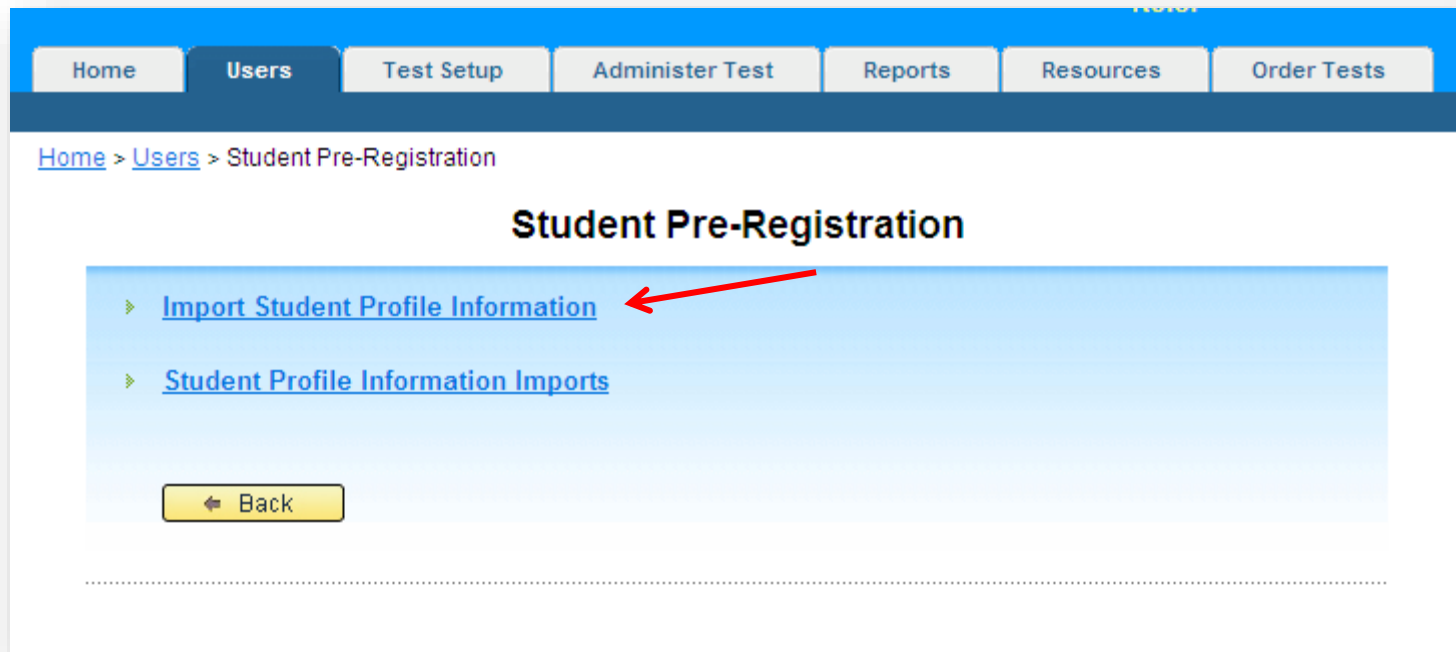
Step 1: Pre-registering Students

From the Users tab, select Student Pre-Registration.



Import Student Data – Using the Template

Select Import Student Profile Information.



Retrieve the Template

Select Student Pre-registration Template.

Home > Users > Student Pre-Registration > Import Student Profile Information

Import Student Profile Information

← Back Submit Cancel

Select Browse and choose a file to batch import Student Profile Information. The file format MUST match the [Student Preregistration Template](#) and will only accept the following file formats: "*.xls", "*.xlsx" and "*.csv". Please refer to the [Student Preregistration Guidelines](#) for detailed information.

* Indicates required fields

* Does your file include a header row? ☐ Yes ☒ No

* Import File Browse...

← Back Submit Cancel

Populate the Template

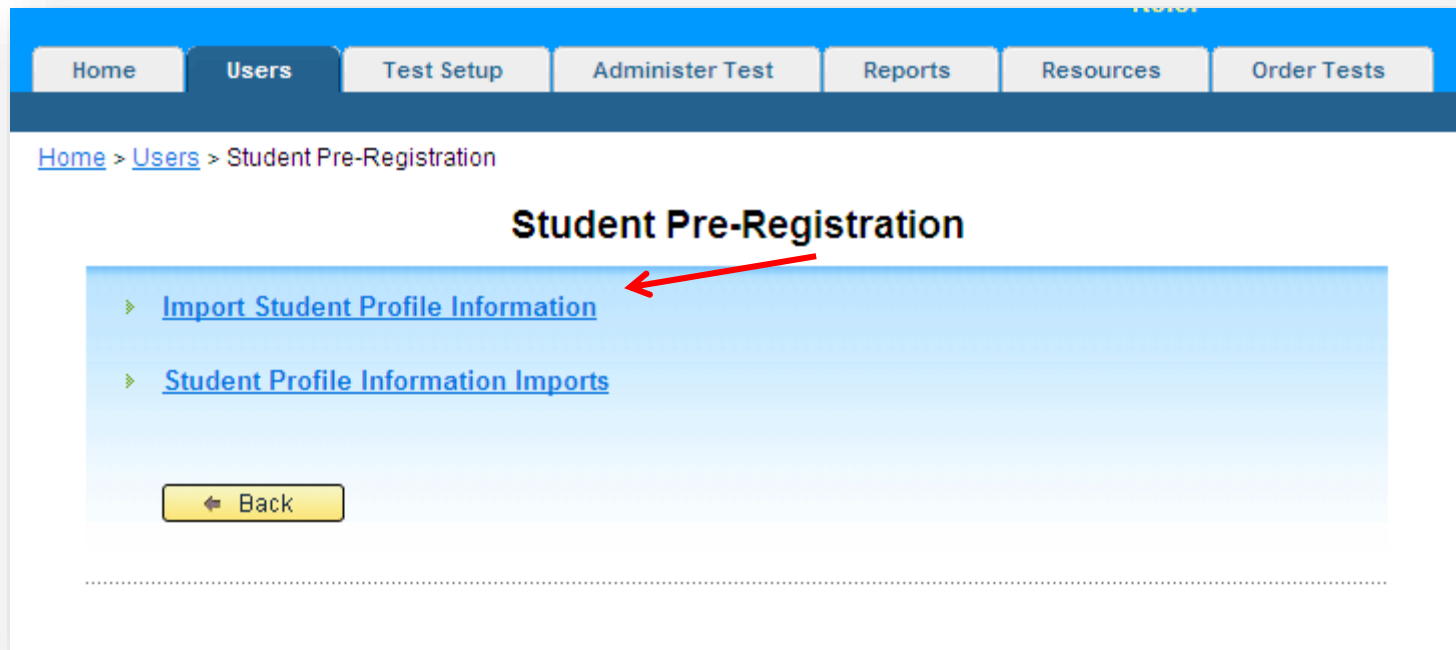
Mass_Upload_Template [Read-Only] [Compatibility Mode]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Student Id	First Name	Middle Name	Last Name	DOB-Month	DOB-Day	DOB-Year	Address 1	Address 2	City	State/Province	If other Specify	Zip/Postal Code	Country	Email Address	Gender	Self Description	Home Phone Number	Mobile Phone
2																			
3																			
4																			
5																			
6																			
7																			
8																			
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23																			
24																			
25																			

- This spreadsheet contains all of the fields on the Student Information screen.
- Complete this spreadsheet with your student information.
 - Any entry on this spreadsheet will appear on the Student Information screen when a student begins testing.
- The student can edit these fields at the beginning of testing except:
 - Student ID, First Name, Last Name, DOB-Month, DOB-Day and DOB-Year.

Import Template into ACCUPLACER System

Click on the **Users** tab, and select Import Student Profile Information.



Browse for the Template

- + Indicate if your file includes header rows, then click **Browse** to find the import file (template) that you created and select it.
- + The file name will appear in the **Import File** field. Click **Submit**.

Home > Users > Student Pre-Registration > Import Student Profile Information

Import Student Profile Information

← Back Submit Cancel

Select Browse and choose a file to batch import Student Profile Information.
The file format **MUST** match the [Student Preregistration Template](#) and will only accept the following file formats: *.xls, *.xlsx and *.csv.
Please refer to the [Student Preregistration Guidelines](#) for detailed information.

* Indicates required fields

* Does your file include a header row? ☐ Yes ☒ No

* Import File Browse...

← Back Submit Cancel


Import the File

Once all errors are corrected, click **Import Students**.


Edit Student Profile Information

[← Back](#)[Delete](#)[Save/Refresh](#)[Import Students](#)[Cancel](#)

Total Records Imported: 19
Total Valid Records: 19
The Student records are valid, please click on Import Students to initiate the import process

 See the status of the import below. Any errors indicated in the detailed list of errors must be corrected before the student profile information can be imported. After correcting errors, use the Save/Refresh button to confirm all data fields are valid. Use Save/Refresh to save edits and import later

* Indicates required fields

	Row No	*Student ID	*First Name	Middle Name	*Last Name	*DOB Month
<input type="checkbox"/>	1	445111	Albert	F	Adams	Jan
<input type="checkbox"/>	2	445122	Philip	A	Brown	May
<input type="checkbox"/>	3	445123	Anne	D	Phillips	May
<input type="checkbox"/>	4	445129	Sue	B	Peterson	Jun
<input type="checkbox"/>	5	445126	William	C	Johnson	Aug
<input type="checkbox"/>	6	445127	Jordan	Y	Wilson	Mar

[← Back](#)[Delete](#)[Save/Refresh](#)[Import Students](#)[Cancel](#)

Verify the Imported File Status

When you click Student Profile Information Imports, the imported file will be listed.

The screenshot displays the 'Student Pre-Registration' interface. On the left, a sidebar menu shows 'Import Student Profile Information' and 'Student Profile Information Imports' (highlighted with a red box). The main area is titled 'Student Profile Information Imports' and contains a 'Back' button, 'Refresh' and 'Cancel' buttons, and an information icon. Below this, a message states: 'Select Edit/Import to view details of the import file and make any necessary edits to the Student Profile information. After you have confirmed and saved your edits you must upload the file to pre-register the list of students. Imported files expire from this list after 30 days. Click on the Refresh button to update the file status.'

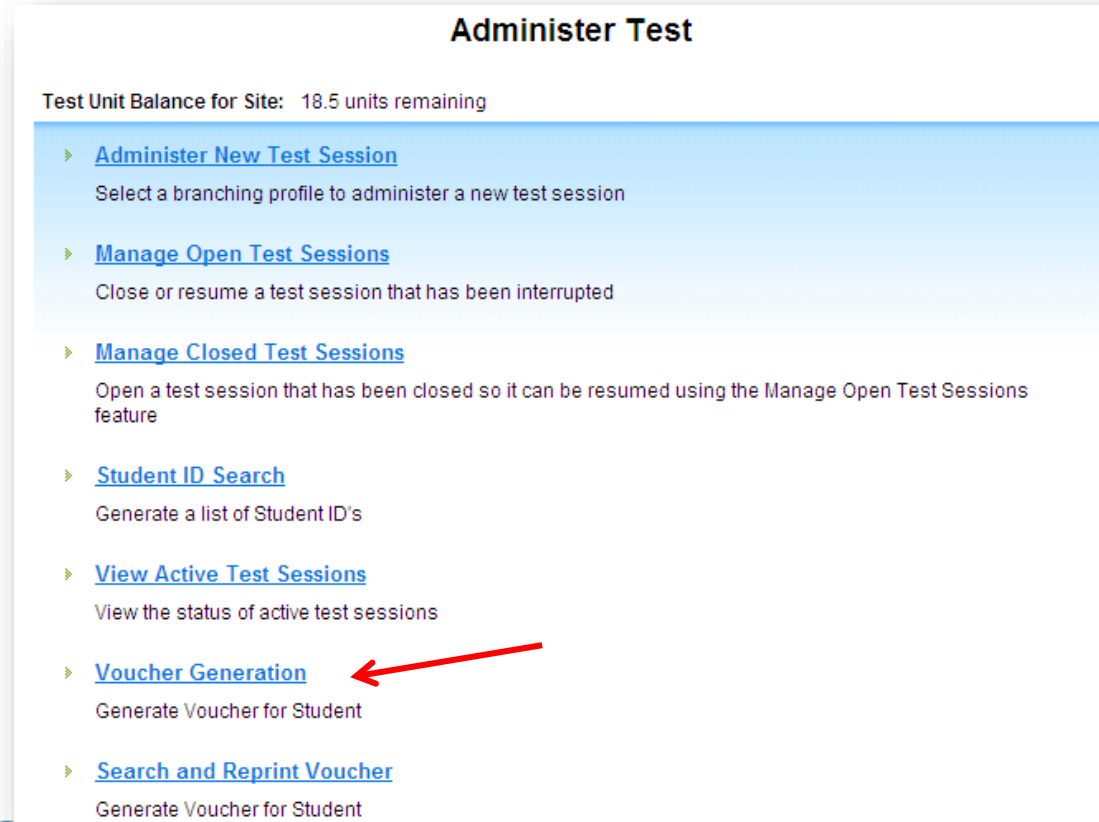
A table shows the imported file status:

Imported Date	File Name	No of Students	Status	Action
08-Jun-2011 12:05:00	Import file.xls	19	Imported	Delete Export

The 'Status' column value 'Imported' is highlighted with a red box. Below the table, there is another 'Back' button and 'Refresh' and 'Cancel' buttons.

Step 2: Create Voucher for each Student

- + Site Managers and Proctors can generate test vouchers.
- + To generate a test voucher, click on the **Administer Test** tab from the home page, then select Voucher Generation.



Voucher Generation: Select the File

To select the imported file you want to use, place a check mark in the box next to the file and click **Generate Voucher**.

The screenshot shows the 'PreRegistered Student File Details' page. At the top, there are navigation tabs: Home, Users, Test Setup, Administer Test (selected), Reports, Resources, and Order Tests. Below the tabs, the breadcrumb trail is 'Home > Administer Test > PreRegistered Student File Details'. The main heading is 'PreRegistered Student File Details'. There are two 'Generate Voucher' buttons, one at the top right and one at the bottom right, both highlighted with red boxes. A red arrow points to the checkbox in the first column of the table. The table has columns for 'Imported Date', 'File Name', and 'No of Students'. The first row shows '08-Jun-2011 12:05:00', 'Import file.xls', and '19'. Below the table, there is a 'Back' button and another 'Generate Voucher' button.

Home > Administer Test > PreRegistered Student File Details

PreRegistered Student File Details

Back Generate Voucher Cancel

Click the Generate Voucher to proceed.

1 to 1 out of 1 items < Previous | Page: 1 | Next >

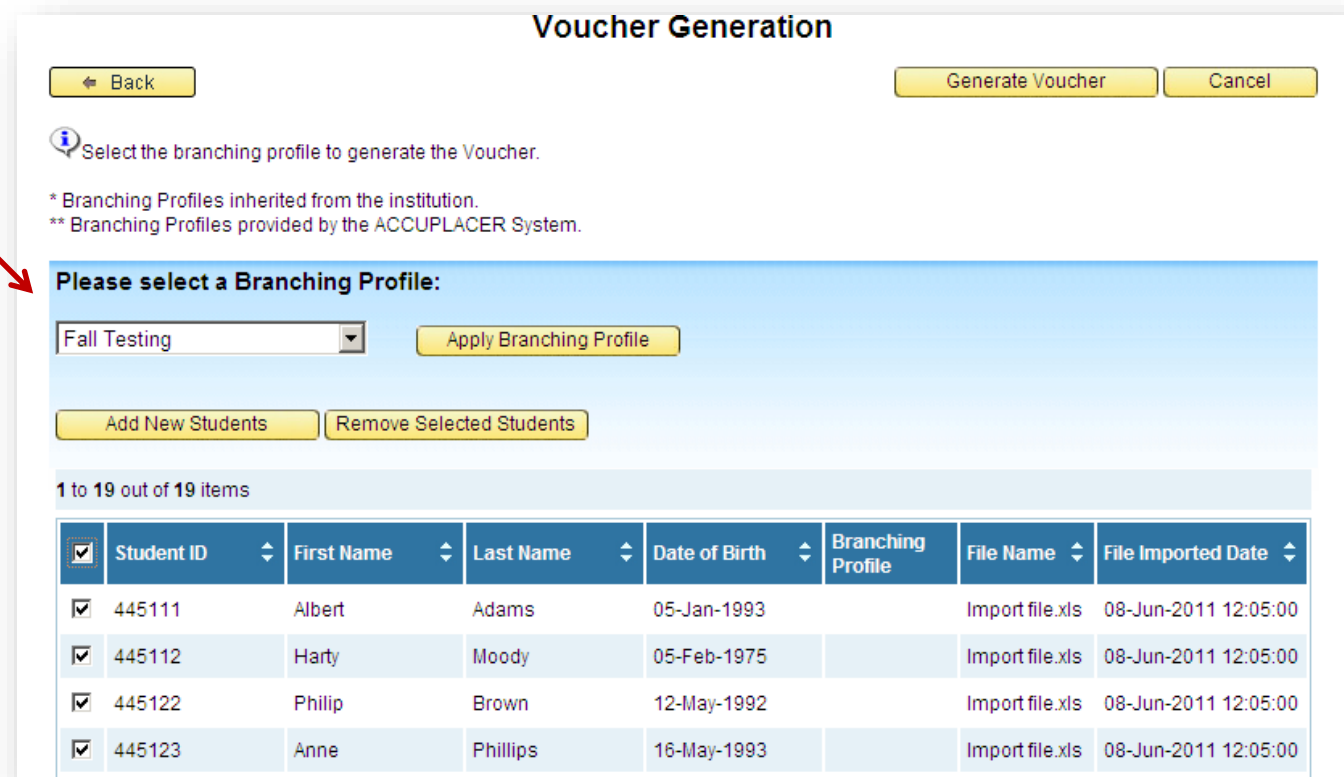
	Imported Date	File Name	No of Students
<input checked="" type="checkbox"/>	08-Jun-2011 12:05:00	Import file.xls	19

1 to 1 out of 1 items < Previous | Page: 1 | Next >

Back Generate Voucher Cancel


Voucher Generation: Assign Branching Profile

A list of all students from the import file is shown. In order to generate a voucher, each student must be assigned a Branching Profile.*



Voucher Generation

← Back Generate Voucher Cancel

 Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

Fall Testing Apply Branching Profile

Add New Students Remove Selected Students

1 to 19 out of 19 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input checked="" type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00

Voucher Generation: Printing the Vouchers

Place a check mark next to the name of each student who needs a voucher, then click **Generate Voucher**. The vouchers will appear on the next screen.

Voucher Generation

[← Back](#) [Generate Voucher](#) [Cancel](#)

Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

- Select One - [Apply Branching Profile](#)

[Add New Students](#) [Remove Selected Students](#)

1 to 20 out of 20 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445126	William	Johnson	30-Aug-1999		Import file.xls	08-Jun-2011 12:05:00

Sample Voucher: Add a Custom Message

ACCUPLACER Test Voucher

Voucher:	Student ID:	First Name:	Last Name:
88B7HUVQ	47170762	Iwanna	Learnmore

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

This voucher expires ninety (90) days from the date of issuance.

Message from the Institution

Use this voucher to log on to your test. Enter the voucher number, your last name, and your birth date. Click on the submit button **ONLY ONCE!**

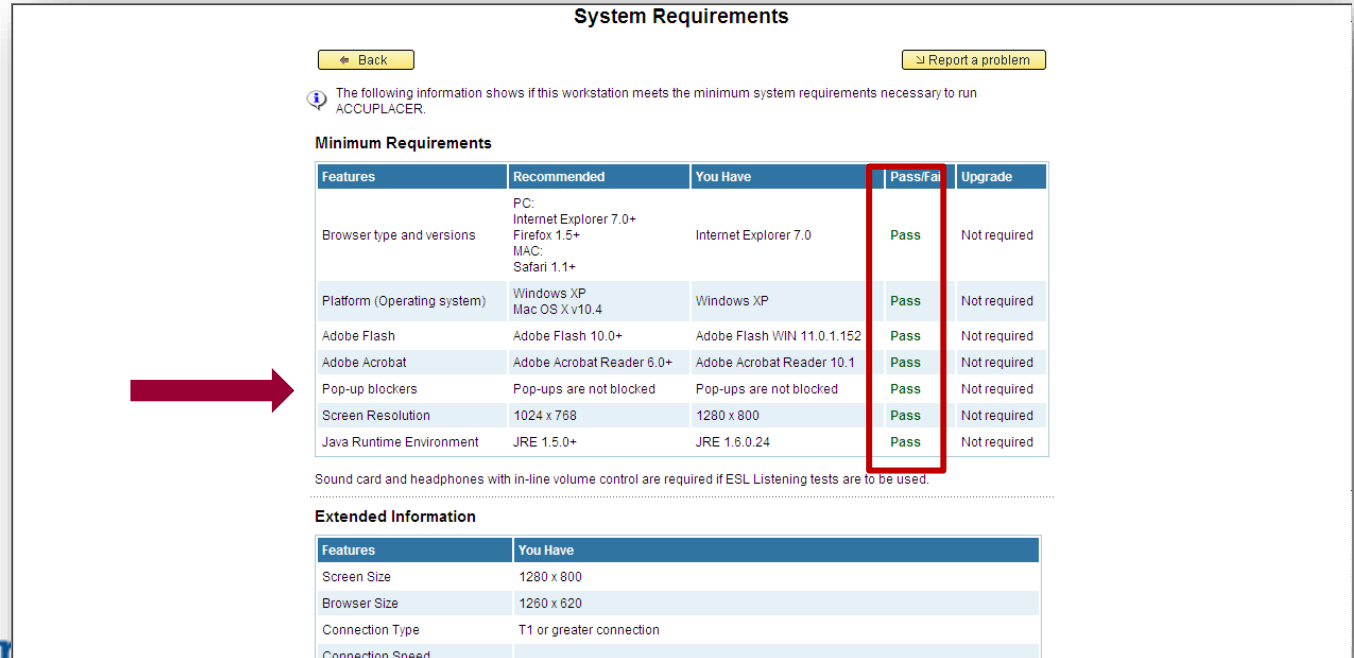
- + To add a custom message to the voucher, click on the **Users** tab and select Custom Messages.
- + Your message will appear in the *Message from the Institution* area of the voucher.

ACCUPLACER ***Test Administration***

Test Administration Questions

1. How do I check the ACCUPLACER computer requirements?

- Go to www.accuplacer.org
- Click on Professional/Administer Test
- Click on Systems Requirements button
- Receive immediate report
- Check all computers prior to test administration day



System Requirements

Back Report a problem

The following information shows if this workstation meets the minimum system requirements necessary to run ACCUPLACER.

Minimum Requirements

Features	Recommended	You Have	Pass/Fail	Upgrade
Browser type and versions	PC: Internet Explorer 7.0+ Firefox 1.5+ MAC: Safari 1.1+	Internet Explorer 7.0	Pass	Not required
Platform (Operating system)	Windows XP Mac OS X v10.4	Windows XP	Pass	Not required
Adobe Flash	Adobe Flash 10.0+	Adobe Flash WIN 11.0.1.152	Pass	Not required
Adobe Acrobat	Adobe Acrobat Reader 6.0+	Adobe Acrobat Reader 10.1	Pass	Not required
Pop-up blockers	Pop-ups are not blocked	Pop-ups are not blocked	Pass	Not required
Screen Resolution	1024 x 768	1280 x 800	Pass	Not required
Java Runtime Environment	JRE 1.5.0+	JRE 1.6.0.24	Pass	Not required

Sound card and headphones with in-line volume control are required if ESL Listening tests are to be used.

Extended Information

Features	You Have
Screen Size	1280 x 800
Browser Size	1280 x 620
Connection Type	T1 or greater connection
Connection Speed	1000.50 Kbps (4.16)

Test Administration Questions, continued....

2. How many proctors are needed?

- One Proctor for every 15-20 computers

3. How long will testing take?

- Test sessions are untimed; allow approximately 40-45 minutes per section

4. Does testing have to be completed in one setting

- Testing can occur over several days; use the Save and Finish Later feature **Tests must be completed within 14 days if you use this option**

5. What content areas are included?

- Reading Comprehension and Mathematics

+

Test Administration Questions, continued....

6. *How many math sections will a student take?*

- Each student will start with Elementary Algebra Placement Test. If a student is not college level they will receive an additional diagnostic (Math Group A, or Math Group B, or Math Group C)

7. *What are the dates of the statewide testing window?*

- January 22 – February 20, 2015 (first-time testers)
- February 25 – April 1, 2015 (retesters)

8. Where do I find information about testing accommodations for students?

- Paper/Pencil tests administration webinar Dec 8, 2014, 3:00 p.m. to 4:00 p.m.
- This webinar will be recorded and posted on the DOE CCR website.

Test Administration

There are two ways to administer ACCUPLACER:

1. Standard Test Administration – Recommended when testing less than 25 students at one time
2. Pre-registration Voucher Test Administration – Recommended when testing more than 25 students at one time

Step-by-step instructions are posted on the IN DOE website.

Standard Test Administration

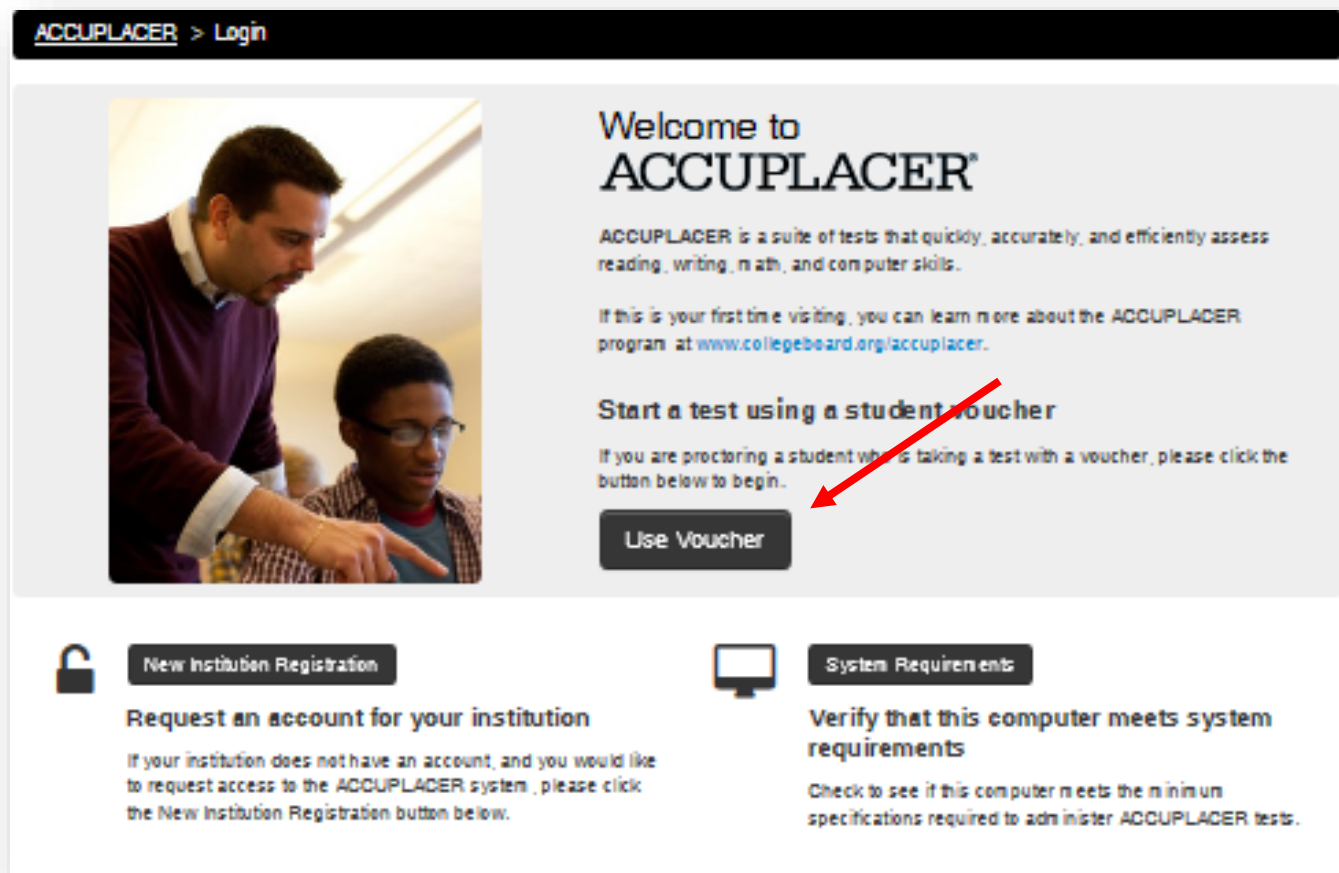
Test Administration: Standard

- **Use Standard Test Administration Procedures when testing less than 25 students at one time**
- **Remember to run a system check on all computers prior to testing.**
 - Pop up blocker is the most common error.
 - System check requires logging on to each computer.
- **The *Save and Finish Later* feature**
 - Allows you to complete a test session over multiple days if needed.
 - Test sessions will stay active for 14 days

***Pre-registration
Voucher
Test Administration***

Test Administration: Pre-registration Student Voucher

Direct students to the ACCUPLACER login screen, www.accuplacer.org.
Instruct them to click on **Use Voucher**.



The screenshot shows the ACCUPLACER login page. At the top, a black navigation bar contains the text "ACCUPLACER > Login". Below this, the page is divided into two main sections. On the left is a photograph of a male instructor in a maroon sweater pointing at a computer screen while a male student with glasses looks on. On the right, the text reads "Welcome to ACCUPLACER®". Below this, it states: "ACCUPLACER is a suite of tests that quickly, accurately, and efficiently assess reading, writing, math, and computer skills." and "If this is your first time visiting, you can learn more about the ACCUPLACER program at www.collegeboard.org/accuplacer." The next section is titled "Start a test using a student voucher" and includes the text: "If you are proctoring a student who is taking a test with a voucher, please click the button below to begin." A red arrow points from this text to a dark grey button labeled "Use Voucher". At the bottom of the page, there are two columns of links. The left column has a padlock icon and a button labeled "New Institution Registration", followed by the text "Request an account for your institution" and "If your institution does not have an account, and you would like to request access to the ACCUPLACER system, please click the New Institution Registration button below." The right column has a computer monitor icon and a button labeled "System Requirements", followed by the text "Verify that this computer meets system requirements" and "Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests."

Students Enter Information from Voucher

Instruct students to enter the Voucher Number, Last Name as it appears on their voucher, and their Date of Birth. Click **Submit** to continue.

CollegeBoard
ACCUPLACER

ACCUPLACER Test Voucher

Voucher: 6H35Y11L

Student ID: 445111
First Name: Albert
Last Name: Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

This voucher expires thirty (30) days from the date of issuance.

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

Administer Test - Voucher Screen

A test voucher is required to launch ACCUPLACER tests from this page. If you have been provided with a test voucher please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. If you are unable to proceed, please contact your test administrator to verify the voucher information.

* Indicates required fields

Voucher Number: 6h35y11l

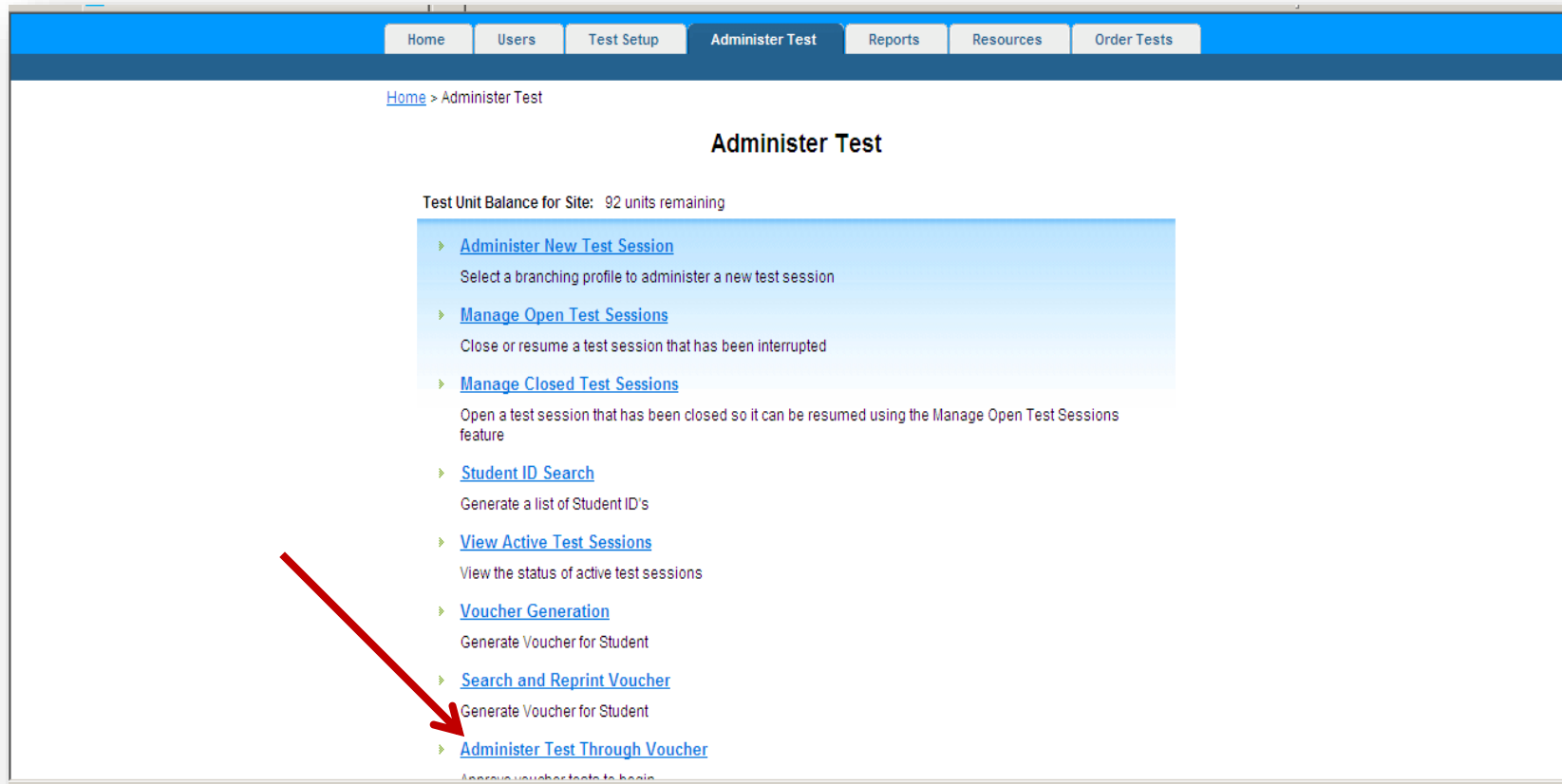
* Last Name: Adams

* Date of Birth: Jan 5 1993

Submit

- Student Information screen appears with all of the fields populated from the import file.
- Students can edit/change all fields **except:**
 - Last/First Name
 - Student ID
 - Birthdate

Administer Test Through Voucher




The screenshot shows the 'Administer Test' page in a web application. The top navigation bar includes links for Home, Users, Test Setup, Administer Test (which is highlighted), Reports, Resources, and Order Tests. Below the navigation bar, the breadcrumb trail is 'Home > Administer Test'. The main heading is 'Administer Test'. Below this, it states 'Test Unit Balance for Site: 92 units remaining'. A list of options is displayed, each with a right-pointing arrow icon and a description:

- ▶ [Administer New Test Session](#)
Select a branching profile to administer a new test session
- ▶ [Manage Open Test Sessions](#)
Close or resume a test session that has been interrupted
- ▶ [Manage Closed Test Sessions](#)
Open a test session that has been closed so it can be resumed using the Manage Open Test Sessions feature
- ▶ [Student ID Search](#)
Generate a list of Student ID's
- ▶ [View Active Test Sessions](#)
View the status of active test sessions
- ▶ [Voucher Generation](#)
Generate Voucher for Student
- ▶ [Search and Reprint Voucher](#)
Generate Voucher for Student
- ▶ [Administer Test Through Voucher](#)
Assign voucher tests to begin

A red arrow points from the left side of the screen to the 'Administer Test Through Voucher' option.

**While students are entering their information,
the Proctors log on to release test sessions.**

Validate Voucher to Begin Test



What's New | Knowledge Base | System Requirements | Live Chat | Help | Log out

User ID: trainer
User Role: Site Manager


HomeUsersTest SetupAdminister TestReportsResourcesOrder Tests

Home > Administer Test > Administer Test Through Voucher


Administer Test Through Voucher

Back

RefreshBegin Test

 Click on the Refresh to view update the contents.

1 to 1 out of 1 items < Previous | Page: 1 | Next >

	Last Name	First Name	Voucher ID	New/Resume	Requested on
	Montognese	Kathie	L23447R7		01/06/2014 16:59:13

1 to 1 out of 1 items < Previous | Page: 1 | Next >

Back

RefreshBegin Test

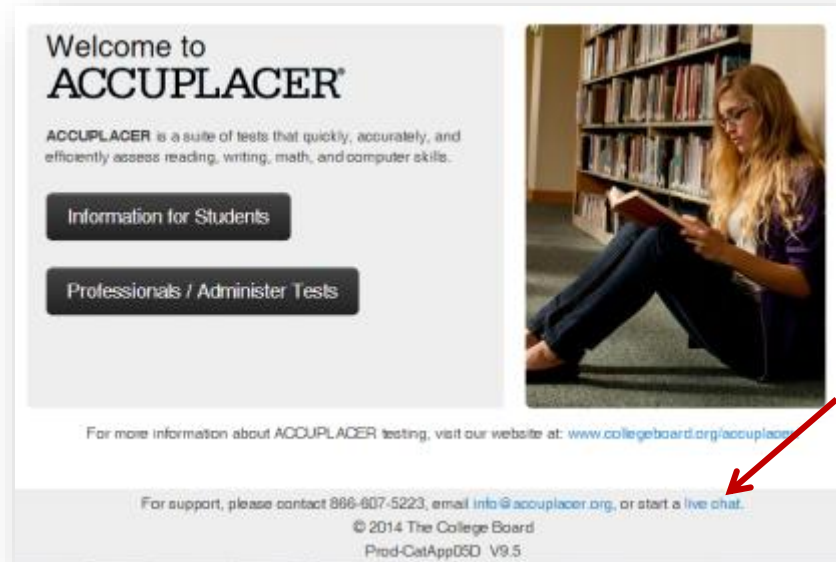
Additional Training Opportunities

Training Webinars: Additional Options to Assist You

DECEMBER	
Tuesday, December 2, 2014 8:30 a.m. – 9:30 a.m. EST	ACCUPLACER Full Training
NEW Session Monday, December 8, 2014 3:00 p.m. to 4:00 p.m. EST	ACCUPLACER Pencil & Paper Testing
Wednesday, December 17, 2014 3:00 p.m. – 4:00 p.m. EST	ACCUPLACER Pre-Registration System
JANUARY	
NEW Session Wednesday, January 7, 2015 3:00 p.m. – 4:00 p.m. EST	ACCUPLACER Pre-Registration System
Thursday, January 15, 2015 8:30 a.m. – 9:30 a.m. EST	ACCUPLACER Full Training

Technical Assistance

- + **ACCUPLACER Help Desk**
 - 866-607-5223
 - Start a live chat – www.accuplacer.org
- + **Kathie Montognese** – ACCUPLACER Senior Assessment Manager
 - kmontognese@collegeboard.org
- + **Deborah Anderson** – IDOE ACCUPLACER Institutional Administrator
 - danderson-NONEMP@collegeboard.org



Questions

Thank You!